



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

JAMES E. MCGREEVEY
Governor

DIVISION OF LOCAL GOVERNMENT SERVICES
INFORMATION FOR CANDIDATES APPLYING FOR THE
NEW JERSEY CERTIFIED MUNICIPAL FINANCE OFFICER LICENSE
N.J.S.A. 40A:9-140.2 et seq.

SUSAN BASS LEVIN
Commissioner

QUALIFICATIONS

1. Must be 21 years of age or older at time of examination.
2. Must be a citizen of the United States.
3. Must be of good moral character.
4. Must have obtained a certificate or diploma issued after at least four years of study in an approved secondary school (or received an equivalent academic education acceptable to the Commissioner of Education).
5. Must have graduated from a four-year course of study at a recognized college or university with a major course of study in business administration, accounting or equivalent subject.

OR

Must have four years of full-time experience as a municipal director of finance, assistant director of finance, fiscal officer, municipal comptroller, assistant comptroller, municipal treasurer, assistant municipal treasurer or deputy treasurer in any local unit. An applicant who does not possess four years of full-time experience in such a position may substitute one year of college education for one year of experience, up to a maximum of two (2) years of college education. One full year of college education is equal to 30 college credits.

6. Must furnish proof of successfully completing the following courses: (1) Municipal Finance Administration, (2) Municipal Current Fund Accounting I, (3) Municipal Current Fund Accounting II, (4) Municipal Capital and Trust Fund Accounting, (5) Municipal Utility Fund Accounting, (6) Municipal Budget Preparation and Control, (7) Principles of Financial Management and, (8) Preparation of Annual Financial Statements, as are provided by Rutgers, the State University, with the approval of the Division of Local Government Services.
7. Submit completed application forms, including proof of education and/or experience, accompanied by a fee in the amount of \$50 payable to the State Treasurer, to the Director of the Division of Local Government Services at least 30 days prior to the date of each examination.
8. Must successfully pass State Examination with a Grade of at least 80%.
9. Upon successful completion of all requirements for issuance of a Municipal Finance Officer Certificate, a fee of \$50, payable to the State Treasurer, is required for the issuance of the certificate.





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**DIVISION OF LOCAL GOVERNMENT SERVICES
RESPONSIBILITIES OF MUNICIPAL CHIEF FINANCIAL OFFICER**

1. To assist the Mayor and members of the governing body in the preparation of the annual budget.
2. Supervise the posting and maintenance of all books of original entry of all funds.
3. Compliance with N.J.S.A. 40A:2-1 et seq. (Local Bond Law), N.J.S.A. 40A:4-1 et seq. (Local Budget Law), N.J.S.A. 40A:5-1 et seq. (Fiscal Affairs Law), N.J.S.A. 40A:11-1 et seq. (Local Public Contracts Law), and N.J.A.C. 5:30 (Community Affairs).
4. Supervise the preparation of monthly reports of the Treasurer, Tax Collector, and investments.
5. Compliance with all Department of Community Affairs, Division of Local Government Services directives.
6. Compliance with Single Audit Requirements.
7. Development of an Internal Control System to safeguard municipal assets.
8. Supervision of petty cash and change funds.
9. Preparation and signing of Annual Financial Statement, Annual Debt Statement, and Supplemental Debt Statement.
10. Coordination of Bank Reconciliations.
11. Custody of all public funds.
12. End of fiscal year report of all revenues and expenditures.
13. Supervision over the maintenance of separate accounts for all municipal budget appropriations.
14. Suggest recommendations for better management of municipal finances.

